

Alaska Highway Safety Office

FFY 2014 Travel Scholarship Application Instructions

A limited number of travel scholarships will be available to Alaska highway safety professionals who wish to attend conferences, seminars, training, and appropriate AHSO grant related activities. The scholarship will pay for event registration, air transportation, per diem, lodging and ground transportation to/from the airport (no internet connection or incidentals are included).

Below are eligibility & application requirements for the FFY 2014 AHSO travel scholarship application process. One application must be submitted per each individual requesting travel; multiple individuals requested on one application will be rejected.

ELIGIBILITY & APPLICATION REQUIREMENTS

1. The traveler must be currently employed or under contract as a highway safety professional working on a grant funded by the AHSO.
2. Complete Parts I and II of the application in full (includes page 2, the travel request narrative, airfare quotes, and event agenda if available).
3. Complete Part I: General Information of the FFY 2014 Subgrantee Travel Scholarship Application;
4. Complete Part II: Travel Request and Justification of the FFY 2014 Subgrantee Travel Scholarship Application (not to exceed 750 words). The narrative must state:
 - The purpose of the travel;
 - if the applicant has attended the event in the past and year(s) of attendance (regardless of funding source);
 - what sessions/classes the applicant will attend (if available, attach an event agenda);
 - how participating in the conference, seminar, training, and appropriate grant related activity will improve applicant's grant related job performance and help reach Alaska's highway safety goals and objectives; and
 - identify all travel dates that include any personal time; if personal time is included, per State policy, the applicant must submit as an attachment airfare quotes showing the schedule the applicant wants to use and airfare quotes showing the schedule if there is no personal time included.
5. Include price quotes for airfare as an attachment to the application.
6. A recommendation letter from the agency head stating that the agency does not have non-grant funds available for the applicant's travel in the agency's budget.
7. **Applications must be received no later than 60 days prior to the first date of travel.**

WHERE TO SEND THE COMPLETE APPLICATION

The complete application must be received at least 60 days before the travel date to be eligible for consideration. **Applications with all attachments can be emailed to your Grants Administrator or mailed the application with all attachments to:**

Alaska Highway Safety Office
ATTN: Travel Scholarship
PO Box 12500
Juneau, AK 99811-2500

Thank you for your interest. We look forward to receiving your application.

APPLICATION REVIEW PROCESS

The AHSO Travel Scholarship Committee will review all travel applications and make the selections. Note: only one application will be accepted per traveler. The scholarship winners will be notified within 45 days of the first day of travel; applicants should not make airfare reservations until awards are confirmed.

Depending upon the number of travel requests versus funds available, the AHSO may restrict an applicant to one travel scholarship per fiscal year.

TO BE ELIGIBLE FOR TRAVEL REIMBURSEMENT

The traveler must submit Part III: Traveler Summary Report of the FFY 2014 Subgrantee Travel Scholarship Application containing a detailed account of the event attended (e.g., conference, seminar, training, and appropriate grant related activity). At a minimum, the report must describe the sessions/classes attended and any handouts, PowerPoint presentations, and signature of the session or class presenter(s) on the event agenda must be attached to the report. **The Traveler Summary Report and all accompanying documentation must be submitted with the travel reimbursement claim.**

Travel costs can be reimbursed only after a complete report and a reimbursement claim is received. The AHSO will not incrementally fund or advance reimburse for travel costs.